AUBURN
Human Resources

Asst VP, Philanthropy

Job Description

JOB INFORMATION

Job Code	OA70
Job Description Title	Asst VP, Philanthropy
Pay Grade	UA15
Range Minimum	$164,920
33rd %	$217,150
Range Midpoint	$243,260
67th %	$269,380
Range Maximum	$321,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/4/2023

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Advancement Operations

JOB SUMMARY

The Assistant Vice President of Philanthropy is a key leadership role within Auburn Advancement, reporting directly to the Associate Vice President of Philanthropy. This position plays a critical role in supporting the strategic direction set by the Associate Vice President and contributes to the overall success of the philanthropy team. The Assistant VP drives development officer performance and builds the donor base for support to earn benefactor loyalty. Provides strategic leadership and mentorship to their assigned unit(s) and collaborates across all areas of Auburn Advancement and Auburn University. Builds and leads results-focused teams with a leadership style that encourages confidence and promotes an entrepreneurial and innovative spirit among the team and shareholders. Responsible for growing the donor pipeline and fuel the purpose of Auburn University.

RESPONSIBILITIES

- Leads and directs fundraising teams for Auburn University, coaches development staff, and builds partnerships with campus leaders to increase philanthropic support for Auburn University.
- Collaborates closely with the Associate Vice President to execute and oversee fundraising programs, including annual giving initiatives, projects.
- Cultivates and stewards relationships with donors, alumni, foundations, and corporate partners.
- Builds organizational commitment to values, culture, and employee engagement. Drives a high performance culture focused on aspirational goals, results, and constant improvement.
- Leads the collection, tracking, and analysis of fundraising performance metrics to reach established goals and presents relevant data to stakeholders.
- Travels regularly to call on donors, prospects, and coach development staff.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.
- Leads change initiatives with an emphasis on organizational growth and performance.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	8 years of	Experience in fundraising or related experience. Strong leadership and team-building skills with the ability to motivate and manage teams.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of philanthropic trends, practices, and emerging strategies within the nonprofit or higher education sector.	And
Familiarity with various fundraising methodologies, including major gifts, planned giving, annual giving, and capital campaigns.	And
Understanding of the higher education landscape, including its unique challenges, funding sources, and priorities.	And
Excellent interpersonal and relationship-building skills to engage donors, alumni, volunteers, and other stakeholders effectively.	And
Excellent written and verbal communication skills to articulate philanthropic goals, impact, and opportunities persuasively.	And
Capacity to think strategically, anticipate trends, and adapt fundraising strategies to changing circumstances.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting			X			Up to 10 pounds
Climbing	X					
Stooping/ Kneeling/ Crouching	X					
Reaching				X		
Talking				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold	X				
Extreme heat	X				
Humidity	X				
Wet	X				
Noise		X			
Hazards	X				
Temperature Change	X				
Atmospheric Conditions	X				
Vibration	X				

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

In-State; Domestic